HOMEBOUND INSTRUCTION

Homebound Services

Homebound instruction is available to students between the ages of three and twenty-one, who have not graduated from high school. These services are provided when a student cannot attend school for greater than three weeks due to an extended illness or condition, or for a brief recuperative period of time after giving birth. Homebound services are not a disciplinary placement or a program for students to make up missed assignments. Homebound instruction, although correlated with what the student is missing in the classroom, shall be focused on the student's needs and what the student is capable of doing during the period away from school.

For students who are eligible to receive special education services and who may require homebound services, an IEP Team will determine whether homebound instruction is appropriate. During the period of time of homebound instruction, the student will receive such services as permit him/her to make progress in the general education curriculum and on his or her IEP goals.

Services will be provided by a Colorado certified teacher on an itinerant basis, five to ten hours per week. The provision of related services, if required by the IEP, will be provided by or under the supervision of, qualified related services providers. Homebound instruction is a partnership between the school of attendance and the homebound instructor, and is an extension of the Thompson R2-J School District.

Homebound Procedures

For students who will be out of school for greater than three weeks for medical reasons, a parent must obtain from the student’s school of attendance a homebound application, a HIPAA-compliant release of information, and the letter to the physician. The application form requires a parent signature, as well as a physician’s statement and signature. The statement must include a diagnosis and the anticipated amount of time the student will be out of school. The completed application form and release of information must then be returned to the school of attendance for the school contact (teacher, counselor) to sign and forward to the principal to review and sign. The school of attendance will send the completed application and release to the director of student support services.

The same procedure is to be followed for students who will be out of school after giving birth. A parent or guardian signature is required.

Upon receipt of a completed application, eligibility for services will be determined and a homebound instructor will be assigned through the student support services department. A copy of the completed application will be sent to the student’s school, and one will be provided to the homebound instructor.

Once assigned, the homebound instructor will immediately communicate with the school contact to arrange a time to pick up necessary information and materials to begin instruction. The parents will also be contacted by the homebound instructor to set up a mutually agreed upon schedule and location of instruction. An adult must always be on the premises.

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Homebound Roles and Responsibilities

School
(Please also see the School Contact Checklist and the School Teacher Checklist)

During the course of homebound instruction, students should remain enrolled at the school of attendance and counted as present for PPOR purpose. The attendance code to be used is CON. If the student was enrolled on a full-time basis prior to receiving homebound services, the student should be considered present full-time. If the student was enrolled on a half-day schedule, s/he should be counted half-time.

The building administrator will assume responsibility for the building contact’s acquisition of appropriate instructional materials and student assessments, and will facilitate communication between the school and homebound instructor.

The school will provide textbooks (teacher edition and student copy), tests, materials, and a brief outline of objectives/assignments in each subject area. If the student receives special education services, the school will provide the homebound instructor with a copy of the IEP goals/objectives and accommodations. At the secondary level, the school is responsible to ensure that the student’s transcript reflects credit earned through homebound instruction.

Please note that a submitted application with a health care provider’s signature does not guarantee approval for homebound instruction. The school of attendance is responsible for the provision of work for the student until notified that homebound instruction has been approved.

Homebound Instructor

The homebound instructor will initiate contact and set up a conference with the building contact to discuss the educational needs of the student and to obtain materials. Expectations for communication/feedback will be agreed upon. This is particularly important at the secondary level, as earned credits will be a consideration. In order to meet Highly Qualified requirements, homebound tutors should provide instruction under the direction of the student’s teachers.

Parents should be contacted to arrange instruction time and location convenient to the student, parent, and tutor. The homebound instructor will provide parents with contact information.

Attendance and progress reports should be submitted according to the school schedule or no later than two days after the homebound instruction is discontinued. The homebound instructor will be responsible for returning completed assignments and materials to the school contact.

Time sheets reflecting contact hours and mileage forms should be submitted to the student support services department three days prior to the Friday before the 15th of the month. A detailed account of the subject matter covered or the assignments completed should be included on the form. The report requires signatures of the homebound instructor and the director of student support services. The homebound instructor’s employee identification number is also required.

If homebound instruction is provided during the state-mandated testing window, the student is coded as receiving home/hospital instruction and does not participate in the CSAP or CSAP-A assessments.
The homebound instructor needs to notify the office of student support services when a student returns to school or when a change in services is requested. If the physician recommends extending time out of school, a doctor’s note must be submitted to the director of student support services. It should include the reason for the extension and an anticipated date when the student will be able to return to school.

**Parent/Guardian**

The letter to the physician should be provided to the doctor. The homebound application form should be returned to the home school with the first three sections completed, along with the completed release of information form.

A quiet, appropriate place should be provided where the homebound teacher and student can work without distractions. The instructional schedule should be honored, and the homebound instructor should be contacted with as much advance notice as possible if it is necessary for the student to be absent. If the cancellation is not made, the teacher will arrive to provide instruction. If this happens twice, services may be withdrawn.

Parents need to provide an adult present in the home when the homebound instructor arrives, and s/he should remain in the home until the teacher leaves. It is important for parents to help the student with assignments between the teacher’s visits.

Parents should notify the homebound teacher of changes in the doctor’s recommendations, as well as when their child is able to return to the home school.

**Student**

Students are expected to be on time and prepared to work. Students are to be respectful and cooperative with the homebound teacher.

Adopted November 4, 2009